

### E-governance Policy

This policy is for all the employees of the campus for performing their routine activities mainly through the ERP system in the campus. Wherever possible as per the module availability in the system, accurate data should be maintained about the academic and administrative activities so that, digital services can be provided to the stakeholders. Also, availability of data to Management and for all the compliances purposes will be ensured. Detailed training should be obtained from the ERP coordinators of the Institutions, Campus ERP coordinators and the service provider as per requirements.

#### (A) Using Collpoll ERP system for the Institute

1. Administration - Collpoll ERP system should be used for all areas of administration whatever are being developed and are available with the product.
  - 1.1. HR master data management - Data of all faculty and staff should be maintained in this module. Data capture should be done at the time of joining when the user is created. When faculty resigns, on last day of working, the user should be deactivated.
  - 1.2. Attendance and Leave Management - Punch In and Punch Out in the Biometric devices as per applicable should be done by every employee of the campus. Employees attendance should be available in the ERP system and leave applications should be processed in online mode. Leave report and monthly attendance report should be used for salary purposes and should be made available to Management whenever required, hence maintaining accurate data at all times should be a priority.
  - 1.3. Infrastructure data management and Venue Booking- All data of Infrastructure such as classrooms, laboratories, seminar halls etc should be maintained in the ERP system. Record of various venues such as auditorium, seminar hall, board room etc. of the organization can be maintained and a procedure can be setup for



booking of the same. This can be done through the module owner and can be approved by respective authorities.

- 1.4 Communication - Use of e-Notices on Collpoll platform should be done whenever possible and email notifications and InApp notifications should be used for important notices.
  - 1.5 Institutional Calendar should be maintained by the module owner and updated from time to time as per requirements so that it is correct and visible to all the students, staff and faculty members.
  - 1.6 Faculty Feedback should be taken twice in a semester or as per applicability to the Institution for improving the quality of academics.
  - 1.7 Attendance Notification should be setup to send the email and In-App notifications to the students who are not participating in the academics as per prevailing rules and regulations.
2. Finance and Accounts -
- 2.1. Fees management module- Fees plan setup, Programme -Fee plan mapping should be done at the start of the academic year for collection of academic fees from the students. All quota wise fees and scholarships should be setup before collection of fees start date.
  - 2.2. Dues Management module- All payment to be made by the students other than academic fees such as examination fees, library dues (financial and non-financial) etc. should be setup in dues management module for ensuring online payments and transparency.
  - 2.3. Payment Module- Payment module should be used for monitoring the payments, successful or failure for handling any issues related to payments from students.
  - 2.4. Scholarship Setup -Scholarship details should be uploaded while fee plans are being setup. Scholarships disbursed from social welfare department etc. should be uploaded in the scholarships tab for reconciliation purposes and deficit scholarship received should be recovered from students by rejecting the remaining amount.
  - 2.5. Fees Reports- Fee reports download option should be used for various reports download and referred as per requirements of financial audit.
3. Student admission and support -
- 3.1. Admission management module – When a student comes for admission, a user should be created with his mail-ID as user name using his details such as allotment



number. The students should fill the admission form as per his/her admission category. This form needs to be verified/approved/registered by the student's section, ensuring that all the fields are filled by the students.

When the form is approved, students will be visible in the academic management module and can be added in various classrooms.

3.2. Students master data management – Once the student admission form are approved, the data of student is available in this module. It can be viewed/edited/downloaded as per the rights given to the user.

3.3. Campus Help Centre -Bonafide Certificate-The students can request for various services through the campus help center in the following categories:

Student section: Bonafide certificate should be provided on demand when students ask for it using campus help center. Standard Bonafide Certificate should be provided which is setup in the system, generated as per request in certificate section and the link provided for download to the student.

Accounts Section- Fees Structure should be provided to student who has applied for the same through campus help center.

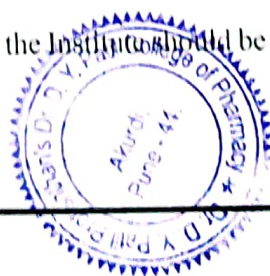
4. Academics - All the academic activities should be recorded in the ERP system such as curriculum, courses and their credits, lecture sessions, topics covered and topic level outcomes, study material shared with students, students attendance, assignments of students, quizzes conducted etc. Curriculum mapping, Course Registration and faculty allocation to courses should be carried out before beginning the academic term for the semester or year as per applicable.

#### 5. Examination

5.1. Examination Management module comprises of Assessment types setup, Evaluation Schema setup, Exam planner, Exam Enrolment (if applicable) Question paper setup, Examiner appointments, Answer Sheet evaluation, Marks Ledger and Grade sheet generation. The Institutions should use the module and the functionalities as per applicable to them to the fullest extent.

### **(B) Using registered Email Addresses -**

1. All the communication, internal to the Institution should be done through the registered email ID on the ERP portal.



2. The communication through registered Email IDs should follow the email etiquette and professional email usage standards.
3. Official Email IDs on domain should be strictly used for the official purpose of academic and research activities and correspondence with stakeholders of the Institution and campus as part of the duties and responsibilities of the employee.
4. Passwords of the email ID should not be shared with anyone. Designation email ID should be handed over on the next member holding the position or designation.
5. The communication through the designation email ID is the responsibility of the employee holding the designation. The communication through the personal email ID on the domain and/or the registered email ID is the sole responsibility of the individual holding the email ID.
6. Use of official email IDs on the domain for any other purposes other than the intended, if harmful to the interests of the Institute and Management, may fetch disciplinary action.

This policy may be revised from time to time, once in a year and customised as per the Institute requirements to make it more specific.



**Dr. N. S. Vyawahare**  
**Principal**

